GRANT PROPOSAL CHECKLIST

Prepared date: 11/17/2008
Prepared by: Kiyoko Koski

Project Director/Coordinator: Jennifer Brezina

Project Administrator (if different from Director):

Grant/Project Title: California High School Exit Exam (CAHSEE) Preparation Program Fund

Funding Source: Chancellor's Office

MATCH: District $0 TYPE: Cash InKind Partner

Total Requested Amount: $1,000/student up to $296,000

Project Performance Period: From: July 26, 2008 To: June 30, 2009 (Start and End dates)

Indirect Cost Rate, if any: 4% ($3,296 up to $7,923)

Project Goals/Outcome: To create CAHSEE Prep courses for students from the Class of 2008 who did not pass the exam to graduate. Based on 40% of $206,000 or $82,400, planning to contact 83 students initially.

DISTRICT OBLIGATIONS:

(Possible needs/costs NOT covered by grant funds)

- PROGRAM TO BE INSTITUTIONALIZED? Yes-Details: FTES funded in Spring 2010
  i.e., timeline

- CURRICULUM DEVELOPMENT? Yes-Details:
  i.e., Supplementary Stipends

- ADDITIONAL STAFF NEEDS? Yes-Details:
  i.e., permanent position

- FACILITIES/RENOVATION NEEDS? Yes-Details:
  i.e., Office/Lab space

- TECHNOLOGY/NETWORK NEEDS? Yes-Details:
  i.e., computer/printer, etc

- CONTRACTS/MAJOR PURCHASES? Yes-Details:
  i.e., bid requirement, subaward

- ANY OTHER ITEMS? Yes-Details: classroom supplies

APPROVALS:

PROJECT DIRECTOR: Jennifer Brezina Date

DIVISIONAL VICE PRESIDENT: Miji Capel Date

ACADEMIC AFFAIRS: Date

CONTRACTS / RISK MGMT / PROCUREMENT: Shan Bricke Date

HUMAN RESOURCES: Diana Fierro/Donna Voogt Date

BUDGET: Donna Haywood Date

GRANT REVIEWER: Theresa Zuzevich Date

PROJECT ADMINISTRATOR:

DIVISIONAL DEAN:

FACILITIES:

TECHNOLOGY:

Jim Schrage Date

Jim Temple Date

CC: Donna Haywood; Cindy Grandgeorge; Theresa Zuzevich; Kiyoko Koski

N:\grants-abbreviations\Grant Checklist - pre award\Brezina-Calif High School Exit Exam Grant Checklist
GRANT SPECIFICATIONS:

PERSONNEL
**PROJECT DIRECTOR OR ADMINISTRATOR:**
Name: ____________________________________________________________________________
% Assigned: _______________________________________________________________________
OR $Amt: $0 _______________________________________________________________________
Time Period: _______________________________________________________________________

**FULL TIME FACULTY:** Curriculum Development
Name: ____________________________________________________________________________
% Assigned: _______________________________________________________________________
OR $Amt: $0 _______________________________________________________________________
AND/OR
Reassigned time: ___________________________________________________________________
Stipend: $3,000 ____________________________________________________________________
Explain details: ____________________________________________________________________
Curriculum Development: X Yes If yes, which semester(s): Spring 2009 ________________
AND/OR
Reassigned time: ___________________________________________________________________
Stipend: $0 _______________________________________________________________________
Explain details: ____________________________________________________________________

**FULL TIME FACULTY:**
Name: ____________________________________________________________________________
% Assigned: _______________________________________________________________________
OR $Amt: $0 _______________________________________________________________________
AND/OR
Reassigned time: ___________________________________________________________________
Stipend: $0 _______________________________________________________________________
Explain details: ____________________________________________________________________
Curriculum Development: Yes If yes, which semester(s): ___________________________________________________________________________

ADJUNCT FACULTY: Adjunct Counselors, 500 hrs over 8 mos
Name: ____________________________________________________________________________
Instruction Time: Amt: $28,225 _____________________________________________________________________
And/or
Which semester(s): $0 _______________________________________________________________________

ADJUNCT FACULTY: Adjunct Instructors, 5 sect/4 hrs/wk/16 wks
Name: ____________________________________________________________________________
Instruction Time: Amt: $10,560 _____________________________________________________________________
And/or
Which semester(s): $0 _______________________________________________________________________

**FT CLASSIFIED STAFF:**
Evaluation
Name: ____________________________________________________________________________
% Assigned: _______________________________________________________________________
OR $Amt: $1,000 ______________________________________________________________________
Time Period: _______________________________________________________________________

CLASSIFIED OVERTIME:
Name: ____________________________________________________________________________
% Assigned: _______________________________________________________________________
OR $Amt: $0 _______________________________________________________________________
Time Period: _______________________________________________________________________

NEW ADULT Hourly
HIRED FOR PROJECT: Adult hourly, $6,000
Job/Payroll Title: ____________________________________________________________________
Will this position become District funded afterwards? YES NO ___________________________________________________________________________
500 hrs Deadline for hiring: Hired already ___________________________________________________________________________
% or hours: _______________________________________________________________________

CURRENT ADULT Hourly:
Name or Job Title: ___________________________________________________________________
% or hours: _______________________________________________________________________
Amount: $0 _______________________________________________________________________

COLLEGE ASSISTANT:
Name or Job Title: ___________________________________________________________________
% or hours: _______________________________________________________________________
Amount: $0 _______________________________________________________________________

** FOR FULL TIME POSITIONS, ARE THESE NEW OR EXISTING POSITIONS?**
IF NEW, WILL POSITION BECOME DISTRICT FUNDED AFTER GRANT? YES NO: If yes, which position(s)? ____________________________

OTHER EXPENSES & INFO

COLLABORATION WITH OUTSIDE ENTITIES:
Hart District - Curriculum Development
(Name of Institution/Vendor) __________________________________________________________________________
for: $3,000 __________________________________________________________________________

Marketing/Printing/Postage
(Name of Institution/Vendor) ______________________________________________________________________
for: $6,800 __________________________________________________________________________

MAJOR EQUIPMENT & SUPPLIES PURCHASES:
Instructional Materials/Software for: $12,860 ______________________________________________________________________
Description: __________________________________________________________________________
DEADLINE TO PURCHASE: ______________________________________________________________________
BID REQUIRED: __________________________________________________________________________

COMPUTER & FURNITURE PURCHASES:
Description: __________________________________________________________________________
DEADLINE TO PURCHASE: ______________________________________________________________________
BID REQUIRED: __________________________________________________________________________

TECHNOLOGY: Number of Computers needed for project: None
All funded by grant? YES NO; then # needed from District: ______________________________________________________________________
Campus Network access needed? YES NO
Internet access needed? YES NO
Connection setup paid by grant? YES NO

Number of Printers: __________________________________________________________________________
Color B&W
Number of Phones: __________________________________________________________________________
Number of Fax machine: ______________________________________________________________________
Number of Copier/Scanner: ____________________________________________________________________

INSURANCE REQUIREMENTS:
(List, if required by Grant/Funding Agency) ____________________________________________
$0 ______________________________________________________________________

LOCATION OF PROJECT: Classes at COC & CCC
Building and Room Number(s): __________________________________________________________________________
Square footage, if available ____________________________

TY102
Office Location for Support Staff
<table>
<thead>
<tr>
<th>ACTIVITIES / TASKS</th>
<th>DESCRIPTION / STEPS</th>
<th>PERSONS RESPONSIBLE</th>
<th>TIMELINE (Month/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Activities</strong></td>
<td>Project Manager: Jennifer Brena</td>
<td>[Activity Code = 49063]</td>
<td>California High School Exit Exam (CAHSEE) Preparation Program, July 26, 2008 to June 30, 2009</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>1</td>
<td>Curriculum Development: $3,000</td>
<td>Jennifer Brena</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>2</td>
<td>Adjoint Counseling, 600 hours over 8 months</td>
<td>Jennifer Brena</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>3</td>
<td>Adjoint Instruction - Non-credit, 5 sections/4 hours per week, 15 weeks</td>
<td>Jennifer Brena</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>4</td>
<td>Adult Hourly ($12/hr for 500 hrs)</td>
<td>Jennifer Brena</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>5</td>
<td>Marketing/Printing/Postage - $6,800</td>
<td>Jennifer Brena</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>6</td>
<td>Harvest District - Curriculum Development: $3,000</td>
<td>Jennifer Brena</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>7</td>
<td>Instructional Materials/Software $1,200 and Assessment Software $860</td>
<td>Jennifer Brena</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>8</td>
<td>Any needed program cost not funded by grant</td>
<td>Jennifer Brena</td>
<td>Spring 2009</td>
</tr>
</tbody>
</table>

**MEETING WITH HANK**
- Patient/Group Meeting on 1/21/09

**Planning Started**
- January/February 2009
- Spring 2009

**Already Working**
- (Spring 2009)
- (Winter 2009)

**Start Hitting**
- December 2008

**Start Process**
- December 2008

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**School Districts**
- Contacted: 8

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**Summer Bridge**
- Spring 2009

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Some of the 40% advance from CCCCO.
Any needed program cost not funded by grant.
Looking at quotes from vendors for software.
Preparing Subsidized T-3 Tax Credit from State Budget.
Will work with Plio.
Placement of stall space = 11-102.
(Stall already working).
Placement of stall space = CCC & CCC. 
(Stall to be stated).
For CAHSEE courses.